

**BOARD OF BARBERING AND COSMETOLOGY**

P.O. BOX 944226  
SACRAMENTO, CA 94244-2260  
INFORMATION: (916)574-7570



March 1, 2005

CIRCULAR LETTER #05/02

**TO:** BARBERING, COSMETOLOGY AND ELECTROLOGY  
SCHOOLS, AND APPRENTICESHIP PROGRAM  
SPONSORS

**SUBJECT:** ***TEMPORARY CHANGE IN PROCESS FOR SUBMITTING  
PROOF OF TRAINING DOCUMENTS FOR PRE-APPLICATIONS***

This circular letter advises you that until further notice, we are continuing the temporary process of accepting proof of training certification lists for your pre-application candidates.

Please submit the list to the Board by facsimile (FAX) each Friday, or once a week. The FAX number is (916) 575-7281. The list must include the following Information:

- ✓ Name and School Code.
- ✓ Signature certifying under penalty of perjury that the information is true and correct to the best of the school or program sponsor's knowledge.
- ✓ Applicant's full name as shown on the pre-application form.
- ✓ Social Security Number if the file number is unknown.
- ✓ File number assigned by the Board. This is the number provided on the application that was returned to your school.
- ✓ Date training started.
- ✓ Date course completed.
- ✓ Total number of training hours completed.

Once you have received this notice or circular letter, please do not submit individual proof of training certificates and/or copies of the pre-application. If you submit an individual proof of training certificate for a pre-application, it will be processed after all the lists have been processed. Proof of training certificates accompanying regular applications for examinations will continue to be accepted and processed when the application is evaluated. Make sure that all the pertinent information is accurate as it may delay the process, which would affect the candidates receiving their results.

Thank you for your cooperation and patience in implementing this temporary process. If you have any questions regarding the information in this circular letter, please contact Ms. Marion Welch, Supervising Examiner at (916) 574-7570.

Sincerely,

Terresa A. Cia  
Executive Officer